

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
STATEWIDE HUMAN RESOURCES MANAGEMENT
CORE-CT HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No: 80805-HRSPEC

Hours: Full-Time/40 hours/week

Salary: (MP60) \$70,662 Minimum - \$96,351 Maximum

Closing Date: October 14, 2014

This position is located within the Department of Administrative Services, Statewide Human Resources Management/CORE-CT-HRMS Unit. The focus of the position is on human resources related tasks as they relate to CORE-CT operations.

Eligibility Requirement:

Candidates must have applied for and passed the **Human Resources Specialist** examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties:

This position is responsible for serving as a specialist by independently troubleshooting system problems; identifying necessary system modifications; conducting system tests; working as a conduit between agency HR staff and system programmers to resolve issues and promote efficiencies of operations; assisting with implementation of new modules or functionality within the CORE-CT system; and developing and conducting training. This position also applies business rules to respond to the more complex help desk tickets submitted by all state agencies that use the CORE-CT Human Resources module and works on special projects as needed.

Knowledge, Skills and Abilities:

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

General Experience:

Seven (7) years professional experience in human resources management

Special Experience:

One (1) year of the General Experience must have been at the junior working level in human resources management. For state employees this is interpreted at the level of Human Resources Associate or Human Resources Consultant 1.

Preferred Experience, Knowledge, Skills and Abilities:

- Experience using the CORE-CT Human Resources module;
- Experience administering a wide variety of human resources functions;
- Knowledge of and ability to apply state human resources business rules and policies;
- Knowledge of bargaining unit contract language;
- Experience demonstrating attention to detail and analytical and research skills;
- Experience demonstrating ability to be self-directed and results-focused;
- Experience using complex features of a variety of system applications;

- Experience demonstrating customer service skills;
- Demonstrated written and oral communication skills;
- Experience working as part of a team.

Special Requirement:

Incumbents in this class must successfully complete the State of Connecticut Human Resources Management Certificate Program within six (6) months of appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR12 Application, resume, and copies of their last two performance appraisals to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
SmART/Human Resources
165 Capitol Avenue, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko
E-MAIL: susan.turko@ct.gov FAX: 860-622-2835

APPLICANTS MUST NOTE THE JOB POSTING NO. 80805-HRSPEC ON THE APPLICATION.

INCOMPLETE PACKAGES AND THOSE RECEIVED AFTER 10/14/2014 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.